

# California Housing Finance Agency Job Opportunity

## Management Services Technician

Salary Range	\$2331-3201
Final File Date	Open Until Filled
Division	Fiscal Services Division, Loan Servicing Unit
Specific Location	12 <sup>th</sup> & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Lisa Bixler 916-322-5172 or <a href="mailto:lbixler@calhfa.ca.gov">lbixler@calhfa.ca.gov</a> California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application. <b>Please specify that you are interested in position #107 on your application.</b>
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or by contacting CalHFA.
Duties	<p>Under the supervision of the Housing Finance Officer, is responsible for writing up the new loan input forms and posting payments for first mortgages on the Fidelity system. It is imperative that the borrower information is accurate as this information becomes the master record for the loan. Following are the duties:</p> <p>70% Print out and complete the new loan input forms by obtaining information from various items in the collateral file for first mortgages service-released to Loan Servicing. Contact Homeownership Programs for items missing from the collateral file and follow up to insure receipt of these items. Send out letters to insurance companies and agents informing them of the change in servicer, requesting evidence of coverage and change to the mortgagee clause. Upon receipt of evidence of coverage, verifies information and make necessary changes to the system. Input information into the Genworth Mortgage Insurance website to activate the certification and transfers the servicing to CalHFA.</p> <p>20% Post payments and payoffs and processes suspense funds on the Fidelity system balancing batches to daily deposits.</p> <p>5% Other duties as required.</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>
09/11/2006	